

United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

1-20

☒ Original ☐ Amendment Number:Contract Number
EP-W-10-002

Contract Period

Base

Option Period Number |

Title of Work Assignment

Region 4 P2 and Innovation Website
Development

Contractor

INDUSTRIAL ECONOMICS INC.

Specify Section and Paragraph of Contract SOW

Purpose:

☒ Work Assignment Initiation ☐ Work Assignment Close-Out☐ Work Assignment Amendment ☐ Incremental Funding☐ Work Plan Approval

Periods of Performance

From: 11/19/10

To: 11/18/11

Comments:

The purpose of this action is to initiate a new Work Assignment and request a Work Plan from the Contractor based on the attached Statement of Work.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee

LOE

Previously Approved

This Action

Total

\$0.00

127

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee: \$0.00

LOE: 127

Work Assignment Manager Name

PAMELA K. SWINGLE

(Signature)

(Date)

Branch/Mail Code

Phone Number 404-562-8482

Fax Number 404-562-8269

Project Officer Name

CATHERINE J. TURNER

(Signature)

(Date)

Branch/Mail Code 1805T

Phone Number 202-566-0951

Fax Number 202-566-3001

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code

Phone Number

Fax Number

Contracting Official Name

BRADLEY R. AUSTIN

(Signature)

(Date)

Branch/Mail Code 3803R

Phone Number 202-564-5574

Fax Number 202-565-2560

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Region 4 P2 and Innovation Website Development

Contract: EP-W-10-002, Work Assignment: 1-20

Summary Information

Title: Region 4 P2 and Innovation Website Development
Period of Performance: From: 11/19/10
To: 11/18/11
Award Date: 11/19/10
Total Funding:

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: PAMELA K. SWINGLE
61 FORSYTH STREET, SW
ATLANTA, GA 30303

Mail Code:
Phone Number: 404-562-8482
Fax Number: 404-562-8269
E-Mail Address: swingle.pam@epa.gov

Attachments

Attachment Name

Region 4 P2 and Innovation Website Development

Region 4 P2 and Innovation Website Development

Contract: EP-W-10-002, Work Assignment: 1-20

Work Assignment SOW

Title: Region 4 P2 and Innovation Website Development

Contractor: IEc, Inc. **Contract No.:** EP-W-10-002

Work Assignment Number: 1-20

Estimated Period of Performance: Date of issuance to 1/31/11

Estimated Level of Effort: 127 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Pam Swingle
EPA Region 4, OPPI
404-562-8482
404-562-8269 (fax)

Contract Level COR: **Cathy Turner**
CMG/OPEI (1805T)
202/566-0940
202/566-3001 (fax)

Background and Purpose:

The purpose of this work assignment is to provide web services for the Office of Pollution Prevention and Innovation website to provide outreach on P2 and Innovation initiatives in Region 4. The purpose is to effectively communicate innovations to EPA staff, states, interested parties and groups, and the general public.

Quality Assurance (QA) Requirements

Check [] Yes or [x] NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA,

Region 4 P2 and Innovation Website Development

Contract: EP-W-10-002, Work Assignment: 1-20

or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 7 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 - Website Development Support [Section 3, Element 1: Planning and Management Support, pages para(s) 6, page(s) 1-7

As directed by the WA COR in written technical direction, the Contractor shall provide web services for the Office of Pollution Prevention and Innovation website to provide outreach on P2 and Innovation initiatives in Region 4. The purpose is to effectively communicate innovations to EPA staff, states, interested parties and groups, and the general public. These web services may include:

1. Updating existing website, including the design, testing and implementation of enhancements, adding and populating new modules.
2. Suggesting ways to improve the web site
3. Ensuring that all web work is in compliance with agency and government wide web policies and requirements. These include Federal Section 508 requirements for accessibility and EPA specifications for public web site and web page content.

Deliverables and schedule under Task 2

- 2a.** Draft webpages on password protected server: no later than 3 weeks after completion of Task 1.
- 2b.** Follow on draft web pages: no later than 2 weeks after edits provided by WA COR.
- 2c.** Final webpages: no later than 1 week after final edits provided by WA COR.